



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

April 8, 2011

To: Audit Committee

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "WTF", is placed over the printed name and title of William T. Fujioka.

## **REVIEW OF BOARD POLICY 5.020 - REPORTING REQUIREMENT FOR BIDS/CONTRACTS OVER \$10,000**

At the request of the Executive Officer of the Board of Supervisors, this Office in collaboration with the Internal Services Department (ISD), has reviewed the attached Board Policy 5.020 – Reporting Requirement for Bids/Contracts over \$10,000. We recommend three minor revisions which are to: (1) spell out the acronym OSB identifying the Office of Small Business, (2) remove the reference to the Community Development Commission under responsible department heading and replace it with the Internal Services Department, and (3) extend the sunset review date to July 18, 2015.

If you have any questions, please contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or Joe Sandoval of ISD at (323) 267-2109.

WTF:EFS:  
GS:CL:cg

Attachment

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Internal Services

K:\Assignments\4.8.11 Review Of Board Policy 5.020.Docx

*"To Enrich Lives Through Effective And Caring Service"*

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# *Los Angeles County* **BOARD OF SUPERVISORS POLICY MANUAL**

<i>Policy #:</i>	<i>Title:</i>	<i>Effective Date:</i>
<b>5.020</b>	<b>Reporting Requirement For Bids/Contracts Over \$10,000</b>	<b>02/03/98</b>

## **PURPOSE**

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Defines the use of the County's "Doing Business With Us" Web Site in the procurement process. Ensures that all Board letters proposing a contract award over \$10,000 incorporates language indicating that the bid/contract opportunity was listed on the County's Web Site as part of the procurement process.

## **REFERENCE**

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April 30, 1996 Board Order, Synopsis 10

March 4, 1997 Board Order, Synopsis 68

March 11, 1997 Community Development Commission memo, "County Office of Small Business Participation"

February 3, 1998, Board Order, Synopsis. 12

February 24, 1998 Chief Administrative Office memo, "Reporting Requirements for Bids/Contracts Over \$25,000"

July 18, 2000 Board Order, Synopsis 59

July 27, 2000 Internal Services Department Memo, "Posting of Solicitations on Websites"

## **POLICY**

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All commodity bids and service contract solicitations expected to exceed \$10,000 must be posted on the County's "Doing Business With Us" Web Site. In addition, Board letters proposing contract awards over \$10,000 must include language that the bid/contract opportunity has been listed on the County's Web Site as part of the procurement process. If the bid/contract was not listed on the web site, the Board letter must provide justification that the posting was not appropriate or necessary.

The County Office of Small Business was established by the Board of Supervisors on March 4, 1997 to make it easier for small businesses to compete for County contracts. The County's "Doing Business With Us" Web Site was developed to provide centralized information on County solicitations.

## **RESPONSIBLE DEPARTMENT**

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Office of Small Business, ~~Community Development Commission~~ Internal Services Department

Chief Executive Office

~~Internal Services Department~~

## **DATE ISSUED/SUNSET DATE**

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Issue Date: February 3, 1998

Reissue Date: January 17, 2002

Review Date: July 1, 2004

Review Date: August 16, 2007

Review Date: April 4, 2011

Sunset Review Date: January 17, 2002

Sunset Review Date: July 18, 2004

Sunset Review Date: July 18, 2007

Sunset Review Date: July 18, 2011

Sunset Review Date: July 18, 2015